

R-14 Instructions

The source of information for this report is the route description, R-16 and R-17. **The number of students transported in each category is the route enrollment, not the daily student count.**

Regular Routes/Special Needs Routes: Check the one this report represents. All of the special needs buses for the district should be reported separately from the regular route buses.

School: The location where the buses are assigned

Number of Route Buses: The number of route buses assigned to the school, include buses that are parked because of mechanical reasons or lack of driver

Total Capacity: Total capacity of the route buses assigned to the school, do not include spare buses

A: Record the number of adult drivers who drive a route bus, do not include substitute drivers

S: Record the number of high school student drivers who drive a route bus, do not include substitute drivers
The total adult and student drivers must not exceed the number of route buses assigned to the school.

Total AM & PM Trips: The total number of morning and afternoon regular or special needs trips if this report is for special needs buses (Do not include hazardous conditions, vocational, mid-day kindergarten, or other programs trips in this total.)

Route Enrollment Section

Elementary: Record the number of elementary students transported on all regular route or special needs trips in the morning and afternoon. Do not include students living less than 1.5 miles on hazardous conditions trips nor other programs trips that are run during this time, they are counted in columns 11 and 13. Students living within 1.5 miles of the school who are transported on available space are included when the bus does not leave the most direct route to the school. **5 year old kindergarten and 4 year old child development students riding with the other elementary students on these trips and kindergarten and child development students on mid-day trips are excluded.** They are reported on form R-4, Three, Four, and Five Year Old Students Riding School Buses.

Middle or Junior High: Record the number of middle or junior high students transported on all regular route or special needs trips in the morning and afternoon. Do not include students living less than 1.5 miles on hazardous conditions trips nor other programs trips that are run during this time, they are counted in columns 11 and 13. Students living within 1.5 miles of the school who are transported on available space are included when the bus does not leave the most direct route to the school.

High: Record the number of high students transported on all regular route or special needs trips in the morning and afternoon. Do not include students living less than 1.5 miles on hazardous conditions trips nor other programs trips that are run during this time, they are counted in columns 11 and 13. Students living within 1.5 miles of the school who are transported on available space are included when the bus does not leave the most direct route to the school.

Sum Of Columns 7-9: Add columns 7-9

Hazardous Conditions: Number of elementary, middle/junior high, and high school students living within 1.5 miles of school who are transported on a hazardous conditions trip, do not include students living less than 1.5 miles transported on available space. Students living less than .5 mile from the route are not counted in this column, count them in columns 7, 8, or 9.

Vocational: Record the number of students transported to and from vocational school. A student is counted twice when he/she rides the bus to the vocational school and rides the bus back to the high school.

Mid-Day Special Needs: Record the number of special needs students who are transported home, to school, or to another location. Regular midday kindergarten and child development students are reported on the R-4.

Other Programs: Record the number of students transported on any trip that is not classified as a regular AM and PM trip, hazardous conditions trip, mid-day kindergarten trip, or vocational trip.

Space Available -1.5 Miles: Record the number of students transported on regular morning and afternoon trips on available space who live less than 1.5 miles from their school. These students are included in the counts in columns 7, 8, and 9. Buses leaving the most direct route while traveling to a school to transport students living less than 1.5 miles will record these students only in column 11, Hazardous Conditions.

Number of Miles Traveled Per Day Section

Regular Route AM & PM Total Miles: Record the total number of miles on all morning and afternoon regular route trips.

Special Needs AM & PM Total Miles: Record the total number of miles on all morning and afternoon special needs route trips.

Hazardous Conditions: Record the total number of miles on all morning, mid-day, and afternoon hazardous conditions route trips. Additional miles traveled to transport students living less than .5 of a mile from the route and when the bus leaves the most direct route while traveling to a school to transport students living less than 1.5 miles from the school will have the additional miles recorded in this column. These additional miles must not be recorded in column 16 or 17. This information can be obtained from the R-61, Application For Hazardous Transportation.

Mid-Day Kindergarten: Record the total number of miles on all mid-day kindergarten and child development trips for non special needs students

Mid-Day Special Needs Trips: Record the total number of miles on all mid-day special needs trips for special needs students.

Vocational Trips: Record the total number of miles on all vocational trips.

Other Programs Trips: Record the total number of miles for any trip that is not classified as a regular AM and PM trip, hazardous conditions trip, mid-day kindergarten trip, or vocational trip.

Adult Drivers Returning Home: Record the number of miles for drivers going home or another approved location during the school day.

Grand Total Sum (16-23): Add columns 16 through 23